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# OPERATIONS MEMORANDUM

TO: Department of State (EUR/EX)

Date: **March 1, 1962**

FROM: U. S. Mission Berlin

SUBJECT: **ADMINISTRATION:** Consolidation of Publications Procurement and  
Berlin Documents Center Positions

**REF:**

Dr. James S. Baidie, Director, Berlin Documents Center, FSO-3, and Mrs. Eugenie Zawadzki, Publications Officer, FSS-5, have applied for retirement from the Foreign Service, effective May 31, 1962. With both of these positions becoming simultaneously vacant, the Mission recommends that the Department consider the consolidation of these two jobs, with one officer assigned to conduct both functions.

The Mission further recommends that a combination position of this type be organizationally relocated in the Political Section rather than in the Administrative Section in which both incumbents are presently employed.

The reasons for the foregoing recommendations are as follows:

1. The Berlin Documents Center represents a gradually declining activity, and undoubtedly this trend will continue in the months and years to come. The Documents Center is a repository for records and files, both biographic and non-biographic, pertaining to the Nazi Party, and its principal function is to reply to requests for information regarding the Nazi affiliations of certain individuals. The number of such requests, which a few years ago totaled between 13,000 and 15,000 each month, has dropped to a level of from 5,000 to 6,000, with the overwhelming majority received from German Government agencies. With the passage of time, as former Nazi Party members age or die, it may be expected that the volume of requests for information will continue to decline.

2. As the importance of these records diminishes, it is anticipated that more and more of the archives held by the Berlin Documents Center will be returned to the Federal German Government. This will further reduce the scope and responsibility of the functions of the Director whose principal task is now to supervise a staff of from 50 to 60 German clerks engaged in preparing replies to requests for information. Since the procedures for preparing these replies are largely routine and well-defined, the actual supervision involved is predominantly nominal. It requires from 30 to 60 minutes each day for the Director to sign or initial the outgoing replies. It is not altogether unlikely that the day will come when the entire Documents Center will revert to German control and administration.

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3. The Director does have certain ancillary functions to perform which would still require the presence of an American officer, such as receiving professors and scholars who have received approval to conduct certain research projects at the Document Center; maintaining contact with German and foreign officials who have an interest in the contents of the Document Center; or consulting with political officers of the Mission regarding certain cases in the "sensitive" category. These duties, however, could not be described as especially onerous.

4. The Publications Officer job is one which, relatively speaking, is considerably more demanding. The Publications Officer is responsible for the procurement of both West German and East German books, periodicals, and other publications in behalf of the Department and of various other agencies. The bulk of her purchases are of West German origin, and these are normally delivered to the Mission by bookstores and publishers located in West Berlin. East German publications are ordinarily obtained by semi-weekly shopping expeditions to the Soviet Sector of Berlin, with a total of approximately eight hours per week being spent in this activity. Since August 1961 these trips to the Soviet Sector have been made with increasing difficulty, and the number of non-periodical publications bought by the Publications Officer has diminished in the past several months from 2,200 in July 1961 to 900 in January 1962. The Publications Officer is aided in her functions by a staff of seven German employees, all of them experienced and well-trained.

5. Both the Document Center and the Publications Officer jobs are in the general field of intelligence activities, and both require a somewhat similar pattern of qualifications. Fluency in reading German is especially necessary in both positions, and some fluency in speaking German is of course essential for the Publications Officer. The Publications Officer should, in addition, ideally be able to read some Russian, and a reading knowledge of two or three Slavic languages would be most helpful.

6. Assuming that the right person is available, the Mission discerns no reason why - in terms of the workloads involved - one officer could not assume responsibility for both the Document Center and the Publications Office.

7. The merger of these two positions would offer an obvious advantage in achieving substantial economies in salaries and related support costs. The two retiring incumbents now earn an aggregate total of \$24,635 per annum. If one officer were to be assigned as a replacement, the salary costs would be reduced to \$8,755 (the basic rate of FSO-5) or to \$7,215 (the basic rate of FSO-6).

8. Such problems and questions as do arise in either the Document Center or the Publications Office are almost invariably of a political and not of an administrative nature, and for this reason the Mission regards it as more logical that they be placed under the jurisdiction of the Political Section. In this connection

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it may be noted that at several other large Foreign Service posts, such as Paris, London, Moscow, and Cairo, the publications procurement function is attached to the Political Section.

9. If the above recommendations are approved, the Department should give some thought to the advisability of relieving the Publications Officer in Berlin of her regional responsibility for publications procurement. For several years Mrs. Zawadzki, one of the most experienced officers in this field, has held this regional responsibility which has required that she make occasional trips to other posts in EUR to furnish assistance and guidance in the publications procurement programs in those countries. However, with her retirement, there is no particularly valid reason why the Publications Officer in Berlin ~~should~~ should continue to exercise this responsibility; and in fact, the consolidation of that position with that of Director of the Berlin Document Center would make it strongly advisable that the Publications Officer not be saddled with the regional function.

It is not known, of course, whether those offices in the Department which have specialized interests in the work of the Document Center and of the Publications Office would agree with the above proposal to consolidate the two positions which will shortly become vacant. It is, however, the opinion of the Mission that such a consolidation would be technically feasible from the point of view of workload and organization - again assuming that a properly qualified officer were to be assigned.

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